How do I Add A New Account Classification in General Ledger?

To set up a new Account Classification, go to the System Administration module, then select File>Code Maintenance>G/L Account Classifications:

1	📲 Ascendance System Administration				
File	Documents Edit Tools	Reports	Help		
	Define Schools Define School Grades				
-	Code Maintenance				
1	Global Updates	>			
<u> </u>	Duplicate Schools Merge	>			
	Dunlicate Companies Marge				

📰 Code Mainte	nance		×
Codes			
Select a code	A/R Account Types	~	
ASC	A/R Account Types , A/R Charge Groups A/R Tuition Plans	` <u> </u>	New
DIV Charge	Address Type Building Connection		Delete
	Country Department		Print
	Ethnicity Exceptions		
	Faculty Experience Level Faculty Type Financial Aid Awards		
Access Level N	G/L Account Classifications G/L Batch Prefix G/L Group 1 G/L Group 2		Cancel



Account Class	Sort Key	^ (Ne
Balance Sheet	2	
Income Statement	200	Dek
Accounts Payable	4	
Accounts Receivable	6	Fi
Accum Depreciation	8	
Advertising Expenses	202	
Advertising Revenue	204	
Agency Accts Liab	10	
Agency Fund Accts	12	×
	04	Analy Canad

Open the G/L Account Classifications item, and select New to create the new Class:

Manually key the new Class in the Account Class field and enter a Sort Order (Most codes are sorted alphabetically, but some codes allow you to indicate a numerical Sort Order. This functionality enables user to establish a Sort Order that will best suit the organization's needs. The Sort Order is used on reports and in drop-down lists.)

📰 Code Mainte	nance					×
Codes Select a code	G/L Account Cla	ssifications		~		
A	ccount Class		Sort Key		^	New
Tuition Incor	me	312		1	-	
UR Property	& Equip	92				Delete
UR Undesig	Net Assts	94			°	Dia
UR brd des-	C/O 52	86				Print
UR brd des-	Cap Cam	88				
UR brd des-	maint res	90				
Utilities		314			.	
Value of Lea	sed L/D	36				
✓ → Sample Cod	e	150			~	>
1			OK	Apply		Cancel
				Г		NUM

Click Apply to save the new entry, then click OK to close the window.



When the user logs back into GL, the new Account Classification will be available for selection from the Classification drop-list:

General Ledger Account Maintenance - (New)		×
Account Balances Audit Budget Deferred Sub-Ledgers Account Information Account No.	Type Classification Net Asset Classification Classification Close To Close To C	

